

E-FILING SEALED CIVIL DOCUMENTS
IN UNSEALED CIVIL CASES

Pursuant to the Standing Order 07-03, electronic filing of civil sealed documents has been implemented. Below are some instructions to assist in the filing of the sealed documents.

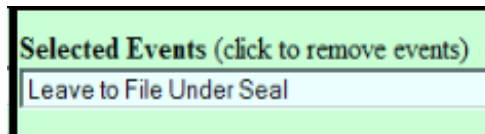
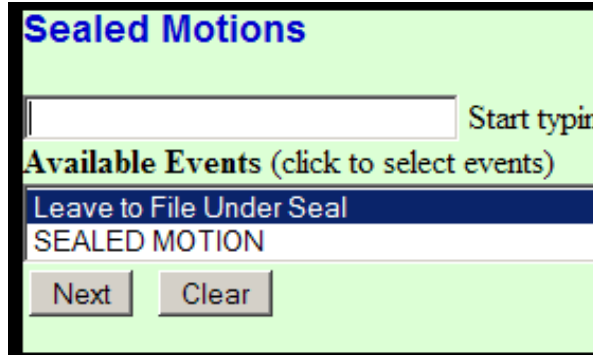
Leave must first be granted before a document can be filed under seal. The steps below are for filing the initial sealed motion asking for leave to file under seal.

IMPORTANT: Once leave has been granted to file a document under seal counsel will be responsible for following up by filing the sealed document.

E-FILING STEPS:

FILING “INITIAL” MOTION Select “**Sealed Motions**”, select the relief “**Leave to File Under Seal.**”

HINT: If you do not select this relief the document will not be sealed.



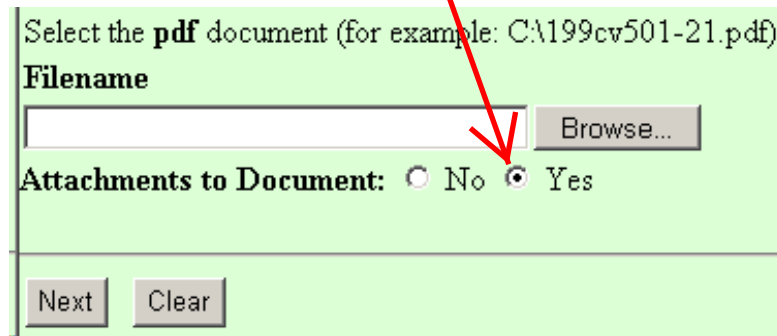
Click on [Next] and continue through each screen.

A message will display as a reminder to attach the document that leave is being sought to file under seal and to confirm that the motion will be filed under seal. See message below.

Attach the document you are requesting be filed under seal to this entry. Both the motion for leave to file under seal and the attachment **WILL BE SEALED**. If access to sealed documents has not been previously granted in this case you must serve this motion and the attachment on all other parties.

IMPORTANT!! Your proposed order must include language that directs the clerks office to grant to all attorneys the ability to view sealed documents.

On the next screen, click on [**Browse**] to select the sealed motion for leave and check the [**Yes**] box to attach the document or documents that leave is being sought to file under seal.



Select the **pdf** document (for example: C:\199cv501-21.pdf).

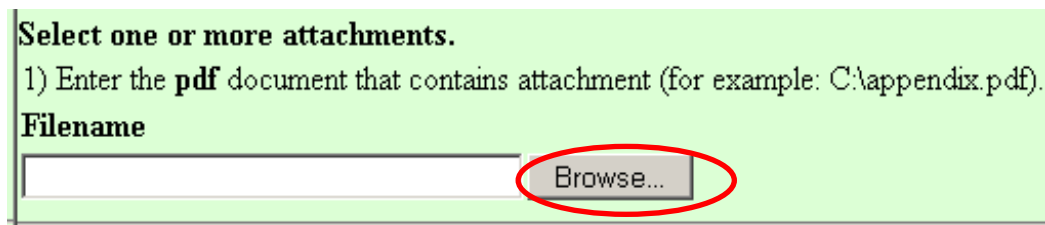
Filename

Attachments to Document: ☐ No ☒ Yes

ATTACHMENTS

Attaching the sealed document will be a three step process. Below are the steps.

STEP ONE - Click [**Browse**] to retrieve the pdf.



Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

STEP TWO - From the “Category” list pick “Proposed Sealed Document” from the drop down box OR enter a type in a “Description” of the document. You must enter a category or a description.

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.

Category	Description
Proposed Sealed Document	
Affidavit	
Appendix	
Letter	
Letter from 10CCA	
Order and Judgment	
Preliminary Packet w/Forms	
Proposed Amended Complaint	
Protective Order	
Redacted Exhibit	
State Court Petition	
State Court Records	
Supplement	
Attested Docket Sheet	
Transmittal Letter	
Witness Sheet	
Proposed Sealed Document	
Declaration	

Below. If you have more attachments, go back to Step 1. When the list of

STEP THREE “IMPORTANT” - Click on [Add to List] to add filename to the list. If you do not add the document to the list the attachment will not be filed. You may repeat this process for additional attachments. When finished with all attachments click on [Next] to continue filing.

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

H:\My Documents\answer of garnishee.pdf	Add to List
	Remove from List

Next

A selection from the drop down box is not required. The box after “Seal” is for free text and is not required. Enter any text that is appropriate and click [Next]. In the example below “the Motion for summary judgment” has been added.

Docket Text: Modify as Appropriate.

SEALED MOTION for Leave to File Under Seal e Motion for summary judgment by Plaintiff USA

Second
Third
Fourth
Amended
Consent
Counter
Cross
Final
Joint
Proposed

The next screen is the “**Final Text**” screen. See below. On this screen read the docket entry and correct any typing mistakes before clicking [Next]. Check to make sure the step to attach the sealed document was taken.

Docket Text: Final Text

SEALED MOTION for Leave to File Under Seal by Plaintiff USA. (Attachments: # (1) Proposed Sealed Document)(attorney)

VIEWING IMPORTANT:

Once the motion is filed a “Notice of Electronic Filing” (NEF) will be sent. However, counsel will not have access to the sealed documents through CM/ECF unless/until the judge grants the motion.

The filing party is responsible for serving the motion for leave to file under seal and all attachments to opposing counsel through means outside of CM/ECF.

If the motion is granted the judge will direct the clerk’s office to grant sealed access to counsel in the case. Once access has been granted local counsel will be able to view sealed documents in the case. Pro Hac Vice attorneys will **not** have access to view sealed documents.

To view sealed documents, you must be logged into the system first with your **CM/ECF** login/password. This is how the system identifies you as someone who has access to sealed documents in the case. If you log in with a **PACER** account before logging in with your **CM/ECF** account, you will receive the following message when attempting to view a sealed document: *"You do not have permission to view this document."*

PUBLIC ACCESS

Sealed documents cannot be viewed by the public remotely or in the clerk's office.

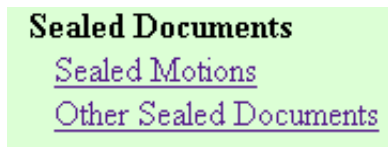
**FILING SEALED
DOCUMENT**

Once leave is granted to file the sealed document, counsel will be responsible for filing the document by using the proper **SEALED** event.

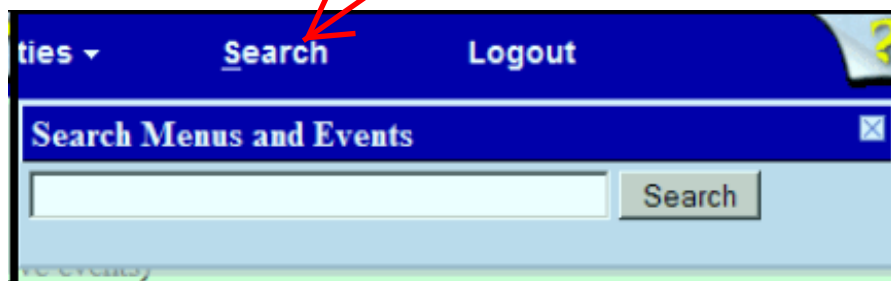
The clerk's office will not file the sealed document for counsel.

FINDING THE CORRECT SEALED EVENT

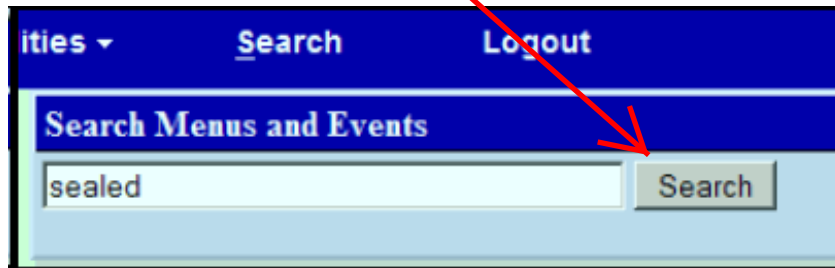
All sealed events can be found under the Sealed Documents category.



When in doubt – try clicking on the [**Search**] button on the Blue Menu bar.



Type in a word and click on **[Search]**. This search will provide a list of menus and/or events that match the word.



Searching the word “sealed,” produces the results that will list the civil events found first and then the criminal events with hyperlinks. Clicking on the hyperlink of the proper event found will begin the steps to e-file your document.

Listed below is a partial list of the results for the word sealed.

